



ASSISTANT DIVISION DIRECTOR – PROPERTY MANAGEMENT

Job Code: 4403
EEO Class Code: Professional
Union Status: Unclassified
FLSA Code: Exempt
Salary Grade: o017

NATURE OF WORK

This is responsible supervisory work assisting the Property Management Division Director in the construction, maintenance, and repair of City facilities. The employee in this classification is responsible for planning, directing, controlling and evaluating the maintenance and repair of City facilities. Although work is performed independently according to established policies and procedures, the incumbent is expected to use good judgment in carrying out job duties. Work is subject to review by observation of general condition of buildings, review of reports, and conferences.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Plans, coordinates, and supervises work in maintenance and construction
- Estimates cost for various types of construction and repair
- Prepares and maintains work records of time and materials involved in job assignments
- Inspects jobs and work in progress
- Reviews blue prints and sketches
- Meets with and computes job estimates with contractors
- Enforces safety standards
- Checks and estimates new work
- Prepares progress reports
- Maintains various files, reports and records
- Assumes supervision of Division in supervisor's absence
- Prepares audits
- Meets with department heads and outside suppliers concerning jobs, tasks, remodeling and repairs
- Meets with Special Events coordinator.
- Evaluates councils and reprimands employees
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of and skill in a variety of mechanical trades
- Considerable knowledge of carpentry and skill in the use of related hand and power tools
- Thorough knowledge of the methods, materials, and techniques used in the construction and repair of building structures
- Knowledge of related occupational hazards and standard safety precautions
- Technical knowledge required in structural design, plumbing, electrical, a/c, painting and material selections
- Ability to plan, layout and supervise the work of skilled and semi-skilled trades
- Knowledge of City building codes
- Ability to read and work from blue prints and sketches
- Ability to accurately estimate costs involved in various types of construction and repair
- Ability to work with other employees and the public
- Ability to lay out, design and construct buildings and structures

MINIMUM REQUIREMENTS

- Seven (7) years experience in all phases of building maintenance and repair, including three (3) years supervisory experience

PHYSICAL REQUIREMENTS

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine
- Walking, moving, climbing, carrying, bending, kneeling, some crawling, reaching, handling, sitting, standing, pushing, and pulling for inspections of buildings and roofs

SUPERVISION RECEIVED

- General and specific assignments are received from the Division Head. However, for the most part, work is performed independently and is subject to review by observation of the general condition of buildings, review of reports, and conferences

SUPERVISION EXERCISED

- The incumbent plans, schedules, evaluates, and is held accountable for the work of supervisory, trades, custodial, service and clerical employees engaged in General Maintenance and Repair, Custodial Maintenance, City Hall Maintenance and Division Administration